

1. Name _____ (optional)

2. Please check the type of position you hold at the library:

Public Service

Technical Service

Other non-public service

___ Management

___ Management

___ Management

___ Support

___ Support

___ Support

3. Have you held more than one classification in your tenure with the Decatur Public Library (i.e., page to clerk)?

Yes _____ No _____

a. Have you had any desire to be promoted to another classification?

Yes _____ No _____

b. What kind of training or other assistance would you need to accomplish this?

4. What do you think should be included in an orientation program for new employees?

5. Has the training for your position met your needs?

Yes _____ No _____

Do you have any suggestions for improving training for your position? If so, please list them?

6. Does your current position require on-the-job training to keep up with developments that affect your work?

Yes _____ No _____

a. What kind of on-the-job training are you currently receiving?

b. Do you have any suggestions for improving on-the-job training?

7. Have you participated in any library-sponsored workshops, lectures, or in-service training sessions?

Yes _____ No _____

If yes, which ones?

a. Do you believe that these activities were helpful?

Yes _____ No _____

If not, please indicate the reasons.

8. Were training sessions held that might have been useful to you, but you were unable to attend?

Yes _____ No _____

a. If yes, why were you not able to attend?

9. Have you participated in conferences, seminars, workshops, or lectures held outside of the Library while you have been employed at DPL which were directly related to your position?

Yes _____ No _____

a. If yes, do you believe that attending these outside programs was worthwhile in helping you meet the needs of your position?

Yes _____ No _____

b. List the programs attended.

10. Can you think of any kind of in-house training or outside training not currently offered that would help you improve your job performance?

Yes _____ No _____

a. If yes, please list.

11. Are there other personal growth types of programs that you have attended?

Yes _____ No _____

a. Were they worthwhile?

Yes _____ No _____

b. What kinds of programs for personal growth would you like to see offered at DPL?

PART II. This part of the survey is to find out the number of staff interested in a particular program as well as the level of interest. This list is by no means exhaustive so we welcome comments and suggestions for other programs. Check your interest level.

1. Library tours

	no	low	moderate	high
a. tours of DPL branches/departments	___	___	___	___
b. tours of other area libraries	___	___	___	___

2. Training sessions by DPL Staff

a. library terminology	___	___	___	___
b. using common bibliographic terms	___	___	___	___
c. circulation policies/procedures	___	___	___	___
d. interlibrary loan	___	___	___	___
e. basic reference tools	___	___	___	___
f. filing rules/use of card catalog	___	___	___	___
g. acquisition process	___	___	___	___
h. OCLC	___	___	___	___
i. basics of automation	___	___	___	___

3. Training sessions presented by Administration

	no	low	moderate	high
a. payroll	---	---	---	---
b. budget	---	---	---	---
c. personnel policies	---	---	---	---
d. insurance	---	---	---	---
e. safety/security	---	---	---	---
f. programming	---	---	---	---
g. administrative operations	---	---	---	---
h. other _____	---	---	---	---

4. Seminars/workshops presented by specialists in:

a. communication skills	---	---	---	---
b. management by objectives	---	---	---	---
c. copyright laws	---	---	---	---
d. leadership	---	---	---	---
e. performance appraisal	---	---	---	---
f. management skills	---	---	---	---
g. supervisory skills	---	---	---	---
h. problem employees	---	---	---	---
i. problem patrons	---	---	---	---
j. public relations	---	---	---	---
k. effective writing	---	---	---	---
l. team building	---	---	---	---
m. grievance handling	---	---	---	---
n. stress management	---	---	---	---
o. time management	---	---	---	---
p. orientation of new employees	---	---	---	---
q. re-orientation of employees	---	---	---	---
r. Equal Employment Opportunity/ Affirmative Action	---	---	---	---
s. indexing	---	---	---	---
t. problem bosses	---	---	---	---
u. strategic planning	---	---	---	---
v. interviewing techniques	---	---	---	---
w. organizational change	---	---	---	---
x. patron relations	---	---	---	---
aa. intellectual freedom	---	---	---	---
ab. on-line reference	---	---	---	---
ac. micro-computer	---	---	---	---
ad. other _____	---	---	---	---

5. Are you interested in staff exchanges?

Yes _____ No _____

- a. only within your own department/division? _____
- b. between departments with related activities? _____
- c. between any library departments? _____
- d. some other location (does not have to be at DPL)? _____

6. Any other comments concerning training/staff development?
